

25X1

REQUIREMENT FORECAST

Period Covered _____

Catalog or Stock Number	Item Nomenclature	Quantity	Estimated Cost

Form No. 406
6 June 1951

FISCAL

CONFIDENTIAL

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(SECRET)

SECURITY INFORMATION

CONFIDENTIAL

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REPORT OF ESTABLISHED OBLIGATIONS

OFFICE AND LOCATION		APPROPRIATION SYMBOL			ALLOTMENT ACCOUNT			FISCAL YEAR		
25X1A1D										
	TOTAL	CONTRACTUAL SERVICES 07	SUPPLIES & MATERIALS 08	EQUIPMENT 09	CONTRACTUAL SERVICES 07	SUPPLIES & MATERIALS 08	EQUIPMENT 09	CONTRACTUAL SERVICES 07	SUPPLIES & MATERIALS 08	EQUIPMENT 09
JUL										
AUG										
SEP										
OCT										
NOV										
DEC										
JAN										
FEB										
MAR										
APR										
MAY										
JUN										
TOTAL										
REMARKS:								SIGNATURE		
								TITLE		

INSTRUCTIONS

1. This report must be prepared quarterly. The original and two copies must be forwarded through normal channels to Headquarters so as to arrive not later than fifteen days before the beginning of the quarter, i.e., 15 June, 15 September, 15 December and 15 March.
2. The report must show estimated obligations for the remaining quarters in the fiscal year, i.e., the 15 June report will show estimates for the entire fiscal year, the 15 September report for the remaining three quarters, the 15 December report for the last two quarters, and the 15 March report for the last quarter. Each ensuing report after 15 June during a fiscal year will show revisions for the previous quarters.
3. If during the period the financial activities should change so as to materially affect the Report of Estimated Obligations already submitted, a revised report should be prepared and submitted.
4. Estimated quarterly obligations should be based on current program plans, as well as past experience, and should include all anticipated obligations. Do not include estimated obligations for requisitions on Headquarters for supplies and materials to be delivered from Headquarters.
5. Any unusual fluctuations in the obligation amounts should be explained in the space for "Remarks", or on an additional sheet.

RECEIVED
NOV 30 12 39 PM '51
FISCAL DIVISION